

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 14 December 1955

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report No. 50  
7 - 13 December 1955

## I. SIGNIFICANT ITEMS

None

## II. OTHER ACTIVITIES

1. OTR Fifth Anniversary Report. The final proofs of the written text have been received from PSD/LO and are being reviewed by Mr.

[redacted] It is estimated that the final product will be completed the week of 19 December.

2. Information concerned with a new course in intelligence methods was reported in "Military Affairs, Fall 1955." [redacted]

[redacted] inaugurated a new course at [redacted]

[redacted] entitled [redacted] 25X1

[redacted] It is to be [redacted] 25X1

given every Wednesday afternoon throughout the academic year and affords instruction in intelligence techniques in the evaluation of world affairs. It also includes discussion of freedom of information as opposed to covert intelligence activities and psychological warfare."

3. The final layout and the revised layouts for the No. 2 issue of Studies in Intelligence have been delivered to PSD/LO and the printing of the publication discussed with [redacted] 25X1

### 4. Bibliographies and Research:

a. Bibliography on Psychological Warfare. A list of 57 items, annotated, has been forwarded to WE/3. A memorandum is being forwarded to OTR requesting a copy of the list for WE/2. If approved, such a listing will be submitted as a regular distribution to WE/2. 25X1

b. An over-all study of Turkey has been requested by [redacted] instructor at [redacted] does not provide such a study; materials will be forwarded with bibliographic listings to [redacted] for perusal. 25X1

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c. Bibliography of Burma and Southeast Asia. The bibliographic material listings submitted by [ ] LETS instruction required extensive revision. It is recommended that direct guidance and direction must need to be given by OTR Library staff personnel on the CIA Library to all individuals planning and organizing bibliographies in order to insure correct format. Information concerning any or all bibliographic efforts underway within OTR should be made available to the Library Section for coordination of effort.

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d. The text materials used in conjunction with the program of instruction given by [ ] have been requested by [ ] LETS instructor.

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e. Materials and information dealing with Section 4 of Public Law 110 have been requested by PPS/TR. [ ] has been referred to the Legislative Counsel's Office; if necessary a contact will be made with the Capitol for retention Committee Reports if these are available.

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#### 5. Publications and Reproduction

a. A draft copy of the Burma-Southeast Asia bibliography has been reproduced, collated and returned to C/LETS, 10 copies.

b. Germany: A Bibliography (0-522). A total of 175 copies, 53 pp.

c. Instructors' Guide to Current References. The 12 December issue has been received from PSD/LO and distributed.

d. Catalog of Courses. Revisions--all page proofs have been reviewed, checked, and returned to PSD/LO for final printing. Estimated completion date for all catalogs is the week of 19 Dec. 1955.

#### 6. Support of [ ]

a. The reproduction of the five sterile map sheets is continuing. The final drafting of certain sheets is about completed and C/ISB was informed that the entire job would be completed at the latest 22 Dec.

b. C/ISB discussed with a representative of FE/6 the problems involved in setting up the shop facilities and the tools necessary for a completely stocked model shop and training aids production unit, other than graphic. ISB will be kept informed regarding any immediate developments.

c. A discussion was held with [ ] FE/4 regarding the participation of ISB in the production of laminated-foreign language track training films for use [ ] A memorandum from C/FE will outline the requirements and OTR publication.

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7. Attendance at the language film program:

- a. Russian 8 December
- b. German 13 December

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8. Training aids completed during the week:

- a. Basic Orientation. Miscellaneous signs--total: 1
- b. Course in World Communism. Processed reproduction request for handout charts, 1000 copies each of 6 charts and 500 copies each of 17 charts.
- c. DTR. Official Christmas notice. Design and final artwork; processed by PSD/LO.
- d. Management. Statistical charts, total: 2

9. Personnel

- a. ☐ C/VAS, was operated on at the ☐  
☐ and is now recuperating at home.

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- b. C/LIB/ISB and ☐ Reference Librarian, attended the ONE briefing at Central Building.

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